

Lynchburg Parking Authority Minutes
Tuesday, December 10, 2013
3:00 P.M. – 4:00 P.M.

City Hall – Second Floor, Training Room
900 Church St., Lynchburg, VA, 24504

Members Present: Chairman, Brandon Farmer
Council Member, Randy Nelson
Thorne McCraw
Jackie Wilkes
Urs Gabathuler
Tobi Jaeger
Ed Koepenick

Members Absent:

Staff Present: Kim Payne, Kyna Thomas, Lee Newland, Anna Bentson, Gwen Carter, Tina Barrera, Youlanda Williams, Cheryl Foxx

Others Present: Alicia Petska (News & Advance)

The meeting was called to order by Chairman, Brandon Farmer.

The November 12 meeting minutes were approved unanimously.

Comments from the Public

None

Comments from Authority Members

None

Informational Briefs & Updates

None

New Business Items

Mr. Nelson asked when someone would be hired in the parking manager's position. Mr. Payne explained that advertisements are out right now and we have received 10 -15 candidates and will receive applications until the end of the month. Mr. Payne plans to begin the interview process the first of the year and expects to fill the position by spring. Mr. Payne and other staff members will be a part of the interview process. Mr. Payne asked if the Authority wanted a role in the process, but stated that he has not thought the process through.

Mr. Farmer asked what is going to happen with the parking deck proposal that's supposed to go to City Council. Mr. Payne would like to hire a parking manager and get some stability. Also the parking manager will need time to establish relationships before going to council. We are at a stopping point on the deck right now. We've got to get comfortable with private lots and Mr. Payne is talking with people that can help with strategic planning.

Mr. Farmer asked about the Authority's role in the next 4 – 6 months. Mr. Payne responded that he doesn't know at this time, but said that the Authority does not need to meet every month.

Mr. Payne said that the number 1 priority is to hire a parking manager and get stability in the parking office. Mr. Payne would like the finalists (2 or 3) to meet with the Authority to give the Authority the opportunity to ask some questions. Mr. Payne will keep the Authority updated.

Mr. Payne said that there are still some things going on. He is working with Dr. Catalano and his lot.

Ms. Jaeger expressed concern that the Parking Division has lost everyone except the ambassadors. Mr. Payne explained that Kyna Thomas, Deputy Clerk, has stepped into an administrative oversight role for the day to day operations of the money and permit flow; Cheryl Foxx has come out of retirement to assist with daily parking responsibilities; and the ambassadors are handling the day to day street operations. Mr. Payne said he has a really good team. He is very confident about the day to day operations, but that we need to get back to the strategic planning, which will be the new manager's responsibility. Building relationships is what the new manager will have to do. We are in a different place than we were five years ago. Mr. Payne may be able to get help with the transition.

Ms. Jaeger also asked if we had someone handling the maintenance responsibilities. It was explained that Gwen Carter is our Technician. She was promoted before Mr. Hale left.

Mr. Nelson asked how things are at the market. Mr. Payne explained that there have been a couple issues with overnight parking of an RV, but that it has been handled. Mr. Nelson also asked about Saturday parking and it was explained that Jennifer Kennedy, the Market Manager, is handling that. The ambassadors do not enforce on weekends. Parking Ambassador Carter explained that ambassadors used to enforce on Saturday morning from 8:00 am and 2:00 pm., and that the Market Manager seemed to have a handle on how she wanted to manage the parking lots.

Mr. Nelson expressed his concern about downtown residents parking in front of businesses on Saturdays. He asked if this issue had been discussed. Ms. Carter replied no. There is no enforcement on Saturdays. Mr. Nelson asked if consideration had been given to providing enforcement on Saturdays. Mr. Payne said that he cannot work the ambassadors 6 days a week, and that enforcement personnel would be best utilized Monday through Friday. Mr. Payne says replacing signs with meters would solve the problem. The number 1 priority is to keep spaces turning over in front of retailers. Mr. Payne said that we've got to get to a point where the space in front of the business is the most important space. This is fundamental and basic.

Ms. Jaeger asked about making Community Market a paid parking Lot. Brandon recalled earlier conversations about this topic that did not go well. Mrs. Thomas explained that there is some permit parking in the market.

Next Steps

Mr. Payne informed the Authority that he would be meeting with Mr. Hale in January to discuss the future of parking.

The Authority decided to delay meeting until the new Parking Manager is hired in early 2014.

Meeting Adjourned